

PRIORITYEXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
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9	Chm/NIC				
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SUSPENSE _____
Date _____

Remarks

ROUTING AND TRANSMITTAL SLIP

Date

29 DEC 87

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DIRECTOR OF PERSONNEL

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR ACTION AS APPRIATE.

CC: _____

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions.

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

Executive Secretary
28 Dec. 1987

ER-87-3793X

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General Services Administration
National Capital Region
Washington, DC 20407



DEC 21 1987

Executive Registry
87-3793x

Dear Mr. Webster:


The General Services Administration, National Capital Region, will be hosting a Child Care Forum on Wednesday, January 6, 1988. The program will be held in the General Services Administration Building Auditorium at 18th and F Streets, NW, from 8:30 a.m. to 4:00 p.m.

During the first hour of the forum Mr. Duncan Lent Howard, Commissioner, Public Buildings Service, Ms. Barbara Leonard, Assistant to the Administrator for Child Care and Development Programs and Mr. Ken Rashid, Assistant Commissioner, Office of Government-Wide Real Property Policy and Oversight will discuss the national perspective on child care. The remainder of the program will present representatives from the Federal and Congressional Child Care Association, municipal licensing authorities, and regional specialists who will discuss the process for establishing and operating child care centers. The program agenda is enclosed.

The establishment of quality child care centers in Federal facilities is of primary importance to the Federal community. GSA is developing ways to aid agencies in this effort. I would encourage you to send representatives from your agency who are responsible for or who, outside their normal duties, are actively working to establish such centers.

Please contact Ms. Debra Weissman on 472-1895 or Ms. Angela Harl on 472-5990 by December 28, 1987 to confirm your attendance.

Sincerely,


Richard M. Hadsell
Regional Administrator

The Honorable
William H. Webster
Director, Central Intelligence
Agency
Washington, DC 20505

Enclosure

DCI
REC
JG

CHILD CARE FORUM AGENDA

January 6, 1988

OPENING SESSION 8:30 a.m. - 9:30 a.m.

Welcome	Duncan Lent Howard Commissioner, PBS
Introductory Remarks	Barbara Leonard Assistant to the Administrator for Child Care and Development Programs
National Perspective on Child Care Centers	Ken Rashid, Assistant Commissioner Office of Government-Wide Real Property Policy and Oversight

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MORNING SESSION 9:30 a.m. - 12:30 p.m.

Federal And Congressional Child Care Association Presentation	Panel members: Arlene Altman Director, Senate Employees Child Care Celia Boykin, Director Department of Labor Child Care Ann Byrne, Director HUD Child Development Center
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Video on Child Care

Introduction	Arlene Altman
Assessment	Celia Boykin
Quality Child Care	Arlene Altman

*****BREAK*****

Budget	Ann Byrne
Administration/Program/Personnel	Celia Boykin
Summation	Arlene Altman

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LUNCH 12:30-1:30

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AFTERNOON SESSION 1:30 p.m. - 4:00 p.m.

Facility Identification, Design and
Preparation

Rodgers Stewart,
Director Real Estate
Division
Dee White, Chief Space
Planning Section

Fire and Safety Requirements

Trina Reese, Fire
Protection Engineer
Mary Beth Stewart,
Industrial Hygienist

Security Issues and Occupant Emergency
Plans

Randy Lash, Director
Federal Protection
Division

****QUESTIONS AND ANSWERS****

Licensing Guidelines

Panel Members

Municipal Licensing
Officials:

Barbara Blount
District of Columbia

Marge Braun
Montgomery County

Ellen Tuyahov
Fairfax County

Elizabeth Hazel
Arlington County

Karen Damewood
Prince Georges County

****QUESTIONS AND ANSWERS****

Start to Finish - "The Learning Center"

Panel Members

Theodore Leininger,
Deputy Director,
Buildings Management
Division

Closing Remarks

Richard M. Hadsell
Regional
Administrator, NCR

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